

Communication Action Team
Meeting Notes
August 10, 2005

Attendance Kimberly Avery, Julie LeBlanc, Earl Whitlock, Lore Corrandino, Barb Arens

Meeting Overview
(25 words or less) Team reported on their progress with the assigned action items. Team brainstormed some key messages to deliver. Team discussed action item #4 and how to begin to get the research for the public needs identification. Additional test public meetings were identified.

Meeting Notes

1. Database information was distributed.
2. Discussed sources to get public needs.
3. Group discussion on identifying additional groups to review the “public involvement evaluation form”.
4. Public meeting evaluation form was discussed.
5. Team worked on refining key messages and developing additional messages.
6. Discussion on what would be in the booklet for distribution.
7. Next steps were discussed and assignments were made.

Action Items

1. Team members were asked to review the database and provide the missing information.
2. Lore will provide public opinion survey results that SEMCOG has done.
3. Lore will check with other MPO’s to see if they have conducted surveys and get those results.
4. Barb will use the evaluation form at their public meetings and provide feedback to us.
5. Team was asked to review evaluation form to find ways to include questions for handicap or disabled persons.
6. All Team members were asked to Develop the key messages further and define what the message will be.
7. Barb will provide sample press release documents, sample letters, and sample web page information.

**Proposed
Agenda Topics
For Next
Meeting**

1. Review Action Items (Team Leaders will report out on their progress)
 2. Complete Key Message development.
 3. Brainstorm what should be in the public involvement booklet
 4. Future meeting dates
 5. Next steps
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**Next Meeting
Dates**

1. **Tuesday, September 27th , 9:30am – 11:30am**
Brighton TSC, 10321 East Grand River, Brighton MI